

MINUTES  
HAMILTON COUNTY BOARD OF COMMISSIONERS  
And  
HAMILTON COUNTY COUNCIL  
October 12, 2009  
Osprey Pointe at Morse Lake  
19777 Morse Park Lane  
Noblesville, Indiana

Council President Judy Levine called the Council meeting to order. Auditor Coverdale took Roll Call with a quorum present of Councilor Brad Beaver, Councilor Jim Belden, Councilor Judy Levine, Councilor Rick McKinney and Councilor Steve Schwartz. Councilor Meredith Carter and Councilor John Hiatt were absent.

Commissioner President Steve Holt called the Commissioners meeting to order declaring a quorum present of Commissioner Christine Altman, Commissioner Steven C. Dillinger and Commissioner Steven A. Holt.

**FIRE TERRITORY/DISTRICT IN NORTHERN HAMILTON COUNTY**

Cicero Fire Captain Steve Peachey reported they have been in negotiations regarding establishing a Fire Territory or District in northern Hamilton County for a number of years. This would be the best way to consolidate services and eliminate duplication of services and enhance existing services without lowering the current level of service to the residents in the northern section of the county. The largest issue is the paramedic program (Advanced Life Support - ALS) which the county has funded since the elimination of the tax rate. They were notified in 1998 or 1999 that the county would eliminate funding of the paramedic program and the smaller fire departments have made every effort to continue funding the paramedic program. They will still need some funding resource to continue fire protection. No decision has been made as to whether it would be best to establish a district or territory. The county commissioners have agreed to fund a financial study to see what a tax rate would be for a proposed fire protection district/territory. They can not move forward until the cost is determined. Altman stated we need to determine the appropriate coverage in these areas, which is what the Commissioners wanted to look at. Peachey stated they have the figures as far as the logistics, the International Fireman's Union has done a geographical study for this area but it did not include two (2) townships – Wayne and Adams; the study included Jackson and White River Townships. Altman stated since it was anticipated it would be a northern regional effort, have any communications been made with Adams and Wayne Townships? Peachey stated yes and they are very interested in participating. Peachey stated he has prepared a budget based on what would be needed in a perfect world but until the financial analysis is completed they can't determine a realistic cost. Altman asked if the budget included fire and paramedics? Peachey stated yes, he prepared two separate budgets, one for just paramedic service and one that included fire and paramedic services. Howard reported the RFP (Request for Proposal) will be approved by the Commissioners today. Howard asked Peachey if the presumption is that all of the municipalities are buying in? Peachey stated yes, all municipalities have bought in.

Beaver stated the county's financial situation is dire and EMS, historically, has cost the county \$450,000 per year from the county general fund. They have talked to the fire departments for several years telling them this cut was coming; the county can not continue this funding. Howard asked Altman if the rate being charged be a new municipal corporation or would it incorporate into the current township rate? Altman stated if it is a territory the first two years are outside the levy limit. Kassebaum reported according to statute the DLGF (Department of Local Government Finance) verifies that the duplication of tax levies does not exist between a territory or district and a municipality or township. Howard stated the levy will be imposed against everybody and then asked if the DLGF will go above that levy and if so how much. Peachey stated per statute, in a territory, only 20% of the budget can be for operating expenses.

Holt asked how will the volunteers interface with the paid staff? Peachey stated the fire chiefs of the townships would like to keep the volunteers intact, because volunteer corporations are another form of revenue that would help subsidize the programs. The volunteers and paid staff can work very well together and they can not do it without the volunteers. If they loose the volunteers then it would become very expensive to do fire protection. Holt asked if the thought was that it would fold in to one volunteer department, rather than multiple volunteer departments? Peachey stated there are three options; they would like everybody to keep their identity and continue on as their own entity, one administration, and one fiscal body to operate under. Howard asked if the 20% operating expense includes personnel? Peachey stated no.

Howard asked what is the status of debt? Peachey stated there are bonds out on a building and an apparatus in three of the departments but those will remain as those municipalities bonds, they can not be paid off by a consolidation. Altman stated when the Commissioners discussed this it was her intent that there was personnel coverage for paramedic and/or paramedic and fire; this is what she envisioned what the RFP would be, to make sure we had adequate coverage and then translate that into costs. Altman stated that needs to be clarified. If the RFP is going to be adopted today the Commissioners will need to know if we start with Jackson, Adams, White and Wayne Townships and then have separate numbers so people can fall off if they don't join. This is a very complex situation that we need to know what we are doing in the RFP. Altman would like the RFP requesting where we would put personnel for ALS and where we would put personnel if we were covering both ALS and fire. Levine stated the county does not have \$450,000 to give them in 2011. Levine asked Dan Stevens to follow up on this and make sure this keeps moving ahead so Council can act before the March 2010 deadline. Beaver stated there is nothing for the Council to act on; it is either fire driven or Commissioner driven.

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**UNFUNDED LIABILITY FOR RETIREE'S INSURANCE**

GASB 45 requires the county (11/4/09 Council amendment to minutes – County must declare the liability but does not have to fund this liability) for retiree's insurance. Dillinger reported the County has always been liable for funding the Sheriff's Pension Plan, now the county is required to reserve funding for our retiree's medical insurance, even though it is not a legal requirement such as a pension. This liability is reflected in our bond rating if it is not funded. The county's current plan states after 20 years of service the retired employee is eligible to stay on the health care program at a stipulated cost. The only way to cut down on the required reserves is to cut back on the leniency of the health program. Ms. Sheena Randall stated the original report was determined based on 20 years of service, the last five (5) years have to be consecutive and/or one full term as an elected official with no age requirement. APBO as of 12/31/2008 (liability in 2009 dollars) - \$18,438,268 with Annual OPEB Cost for FYE 12/31/2009 (cost of this scenario) - \$2,153,886.

Scenarios

- 1) Grandfather only participants with 15 years of service (Commissioners will establish the cut-off date)  
APBO as of 12/31/2008 - \$12,063,569 (liability in 2009 dollars)  
Annual OPEB Cost as of FYE 12/31/2009 - \$863,256 (cost of this scenario)
- 2) Change eligibility to age 55 (retirement) with 20 years service time and open to everyone.  
APBO as of 12/31/2008 - \$15,325,319 (liability in 2009 dollars)  
Annual OPEB Cost as of FYE 12/31/2009 - \$1,811,547 (cost of this scenario)
- 3) Leave plan as is. Premiums would be tiered. Employee with 20 years service time would have to pay 75% of the funding established by Meritain annually and 50% at 30 years of service  
APBO as of 12/31/2008 - \$15,522,282 (liability in 2009 dollars)  
Annual OPEB Cost as of FYE 12/31/2009 - \$1,759,043 (cost of this scenario)
- 4) Leave plan as is. Once a retiree turns 65 years old they would no longer be on the county plan. They would have a \$100 monthly stipend paid by the county so they could purchase a Medicare supplement.  
APBO as of 12/31/2008 - \$12,128,116 (liability in 2009 dollars)  
Annual OPEB Cost as of FYE 12/31/2009 - \$1,287,928 (cost of this scenario)

Currently when an employee turns 65 they pay a set rate with the same benefit current employees have (other than life insurance, which they can purchase for \$30.00 per month), go on Medicare and the county's plan becomes a supplemental insurance. A good Medicare supplement would cost approximately \$200-\$250 per month. Currently we have 45 retirees.

- 5) Grandfather participants with 15 years of service, be 55 years of age and have 20 years of service time with 5 years consecutive service. Retiree's plan would stay as it is currently and after reaching 65 years of age they would pay the monthly cost set by the Commissioners.  
APBO as of 12/31/2008 - \$10,080,530 (liability in 2009 dollars)  
Annual OPEB Cost as of FYE 12/31/2009 - \$766,093 (cost of this scenario)
- 6) Grandfather participants with 15 years of service, be 55 years of age and have 20 years of service time with 5 years consecutive service. Retiree's plan would stay as it is currently and after reaching 65 years of age they would receive the \$100 monthly stipend.  
APBO as of 12/31/2008 - \$6,853,227 (liability in 2009 dollars)  
Annual OPEB Cost as of FYE 12/31/2009 - \$456,542 (cost of this scenario)

Randall recommended scenario #5 as being the best deal for everyone. This looks at everyone who is eligible. The perception is that several employees who have 15 years of service time have stayed when maybe they would have done something different but because they are very close to reaching 20 years. For employees who have 20 years of service we have almost made a promise to them that they have something on the horizon for their retirement. Allowing employees with 15 years of service to be included is out of fairness. The employees would have to continue to work another five years which would bring a sense of loyalty to the county. They would be eligible for retirement at 55 years of age. They are also following the PERF guidelines, a participant has to be 65 years of age and have 10 years of service time. If they have more than 15 years of service time they can collect PERF with reduced benefits at age 57. Altman asked what does the grandfathering at 15 years truly mean? Randall stated people that have 15 years of service time would be on the cusp of having benefits with PERF at age 57. Altman stated Randall indicated they would have to work another five years which means they would have to have 20 years of service, which means they are not grandfathered. Randall stated they would be eligible for a retiree insurance, anybody that did not have 15 years of service on the date that the Commissioners set, would never be eligible to be covered by the county's medical insurance unless the county changes the plan. Altman clarified grandfathered means you are excluded? Randall stated people who are grandfathered would be eligible to be a retiree and covered by county medical insurance; anyone not grandfathered would be excluded. Altman stated they would not receive any benefits. Altman clarified that options #1, #5 and #6 excludes anyone that does not have 15 years of service? Randall stated yes. Options #2, #3 and #4 allow continued enrollment but you have to meet the criteria of the date of termination? Randall stated yes. Schwartz asked how are the elected officials addressed in these scenarios?

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Randall stated elected officials have to serve one full term to be eligible for the retiree benefits in all of the scenarios. Levine stated at age 65 an elected official would use the county's plan as secondary insurance with a set rate established for any retiree? Randall stated yes. Dillinger stated from the health trust standpoint when Medicare becomes primary we are taking less hits on the trust. Dillinger stated the county has the right to change this plan at any time. The assumption we have always used is to wait until we get closer and then modify the plan as we have to. They are making us modify the plan before we ever get there, which we don't have a legal requirement to do. Beaver asked Howard if they will tell us when this starts affecting our bond rating? Howard stated every time we have a financing the rating agencies want to know what the county's liability amount is, it is a debt we owe the employees. Hamilton County's current rating is phenomenal. From a long term standpoint it is money owed to the employees. Do we have to fund this today, no but we have to show it as an accrued liability payable. Howard asked if there is something else we can do such as raise the retiree's contribution, do we raise the employee's contribution, and this is not a one time solution that fits all. Howard stated it has to be acknowledged that we owe these people this money or we are going to owe them sometime. Dillinger stated this is not like the debt we owe on the courthouse, this can be changed, unlike the pensions or debts on the buildings; this can be changed at any time. Altman asked if the county faces any liability in the future by changing our benefits? Howard stated he does not believe so. McKinney stated the liability will grow if we continue to have the same size of workforce and people not changing. McKinney asked what the cost would be if our credit rating changes, what will the cost difference be? Howard stated our credit rating will reflect the liability and are we doing anything about it. If we start doing something about it, raising our contributions, having retirees pay a little extra, those numbers go into the accounting firm and that number will go down. There are a lot of things we can do. From an accounting standpoint we are obligated to disclose the liability.

Beaver stated given our current financial situation Council is considering cutting the matching contribution to PERF; if you take a short time employee with less than 15 years of service and we cut the PERF contribution, which leaves them with no pension from the county. Altman stated she is concerned if we don't tell our employees what is going to happen and if we don't take steps now to make this affordable long term.

Dillinger stated this is only a snapshot; these numbers have not been brought to the insurance committee. No action should be taken today, the insurance committee needs to discuss these scenarios and then come back with a recommendation. We don't know how the federal health bill will end up and how it will ultimately affect anything that we are doing. Dillinger cautioned that we need to be careful with any changes because the federal level may change everything. Beaver agreed there should be further study but the federal health bill will not be implemented for four or five years after it is passed. Howard asked if our plan distinguishes that the employee contributions, out of their check, go directly into the present plan or is it co-mingled with the retirees plan? Randall stated it is a pool. Howard recommended separating the pool and clarifying those employee contributions go to current care and the employer contributions go to current care and retirees. Randall stated we could have an entirely different plan for retirees and premiums can be increased.

Dillinger stated the insurance committee has discussed options of cutting insurance costs without taking it from PERF. Proposed savings scenarios are:

Current 2009 Per Pay Contributions

209 Employee Only	\$30
605 Family	\$55

Proposed Increase: \$5 per pay

	<u>Potential Annual Savings</u>
Employee Only	\$35 \$27,170
Family	\$60 <u>\$78,650</u>
	\$105,820

Proposed Increase: \$10 per pay

	<u>Potential Annual Savings</u>
Employee Only	\$40 \$54,340
Family	\$65 <u>\$157,300</u>
	\$211,640

Proposed Increase: \$15 per pay

	<u>Potential Annual Savings</u>
Employee Only	\$45 \$81,510
Family	\$70 <u>\$235,950</u>
	\$321,460

Proposed Increase: \$20 per pay

	<u>Potential Annual Savings</u>
Employee Only	\$50 \$108,680
Family	\$75 <u>\$314,600</u>
	\$423,280

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Copays Based on May 2008-April 2009 Benefit Expenses

Proposed Copay Increases – currently \$10	<u>Potential Savings</u>
Increase to \$15	\$18,365
Increase to \$20	\$36,730
Increase to \$25	\$55,095

Proposed Emergency Room Visits – currently \$75

Increase to \$100	\$5,375
Increase to \$125	\$10,750

Potential Plan Savings

Deductibles - Based on January 1-December 31, 2008

Current individual deductible and family deductible \$200/\$400

Increase to \$250/\$500	\$48,600
Increase to \$300/\$600	\$97,200
Increase to \$400/\$800	\$194,400

Current Generic/SSB Rx and Brand Rx @ \$10/\$10/\$30

Increase to \$15/\$15/\$30	\$90,755
Increase to \$20/\$20/\$40	\$184,880

Altman stated to her this is a cut, employees will receive less pay if we do this or they will have more out of pocket expense. We did not give any raises and we are at a point we actually reduce take home pay. If we suspend PERF (not take it away, suspend it for two years) their net difference is zero. That is why she is inclined to go with the reduction or suspension of PERF temporarily. Randall reported the State requires someone to pay the 3% into PERF, the employees would have to pay it. McKinney stated PERF is in the 2010 budget, the amount we are trying to get is \$2.2 million, not \$1.8 million. Levine stated the budget can be adjusted up to December 31, 2009.

Schwartz stated he would like to send this back to the insurance committee and if we can make some of these cuts he would feel very good about it. Altman asked the insurance committee to factor in all savings, in terms of contributing match.

Howard stated the Town of Fishers has started an in-house clinic for its employees and the City of Noblesville will be starting a clinic. Fishers projected a savings of \$1.7 million in the first year of the clinic. Levine asked the Commissioners to look at what it would take to set up a clinic for county employees, we have an available location. Altman asked if we would want it on-site in the Judicial Center or at the Health Department? Before we start retrofitting the old health department space we should make this decision. Dillinger stated the health department would be the obvious location but we can't mandate this and we are not ready to do this, it would take a capital outlay, a repaving of the insurance program and a readjustment of employee's mentality. Altman stated we could do it without a significant capital outlay in the Judicial Center because we currently have the old health department space with sinks and exam rooms.

Dillinger reported the insurance committee intends to look at all of this information and will come back with a recommendation to the Commissioners. Levine stated the Council will need the recommendations by their next meeting (November 4).

Levine appointed Meredith Carter to serve on the insurance committee along with Jim Belden as Council representatives.

**BUDGET CUTS**

Altman asked if Council has made any determination to pull back the performance bonuses? Levine stated no final decisions have been made. Altman asked what is the gross amount of the bonuses? Coverdale stated approximately \$500,000.

Levine called a break in the meeting. [8:59]

Levine called the meeting back to order. [9:11]

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**TAKE HOME VEHICLES**

Dan Stevens presented the inventory of county vehicles and the amount of take home vehicles. Levine asked what the Sheriff's policy is on take home vehicles? Sheriff Carter stated take home vehicles have been a part of their responsibility for many years. They have inventoried their vehicles and some that were taken home are no longer being taken home. They have done as much as they can internally. Over this past weekend there were 14 call-outs and he hopes they will not lose that ability to do that, not only because the vehicle is attached to that law enforcement person but equally important it is attached to their service. Parking vehicles would affect their providing the same level of public service and public safety as they always have. They don't have a means, at this point, to track what these people are doing while they are on off-duty status. They will be able to track that very soon. So many times an officer will stop to assist someone and not call in to dispatch or if they do call in there is no identifier to indicate their status. It is not uncommon for officers to spend \$90 to \$100 to have their cars detailed. They are not using them as a sole source of transportation in an off-duty status. When they review fuel usage the people who drive the most have the best fuel mileage which means they are personally fueling their vehicles periodically or if they do use it in an off-duty capacity they fill it up. They will be doing a better job of monitoring the fuel usage. They have agreed to replace only patrol vehicles during the 2010 budget year. Levine asked if they can not be replaced can you live with repairing them? Ryan Horine stated that would be extremely tough; they are still living with the effects of 2003, which is why their costs have been so high. We did not have the money to replace cars but they had to have money to buy tires, adding more fuel, adding more maintenance. We know if we are going to replace 10 cars in one year, during the last year we will not replace the tires, each tire is \$90 at \$400 per car which they will have to add in to their budget because they will have to replace another set of tires. McKinney stated \$400 is a lot cheaper than \$35,000. More maintenance costs will have to be added as well as damage costs will increase.

Beaver stated we are not anticipating using pool vehicles for the Sheriff's department; the question is if the vehicle stays at the Sheriff's department or is it driven home by the deputy. Horine stated there are a group of deputies that live in Adams Township and they also cover Adams Township during their shift; we would have to look at the costs of them driving back to Noblesville to park their car every day. Altman asked if they clock in at home or from the office? Carter stated they clock in on TK Talk, as they get into their car. Schwartz stated he has ridden along with the Sheriff's department; how is that going to work with the deputies with dogs, load up the dog, clock in, etc. How much does a take home vehicle cost? It is a couple of dollars each way in fuel, no matter where you live. If you exclude the Sheriff's Department he only sees 19 take home cars. Levine asked what is the policy on take home cars for non-road deputies? Carter stated they are allowed a vehicle, investigations having a vehicle is as necessary as a patrol car. They do not have that many administrative vehicles, the majority are assigned to tenured employees who do not use them in an off-duty capacity. Horine stated there are 11 administrative take home cars (assigned to Doug Carter, Mark Bowen, Benny Craig, Vicki Dunbar, Tom Gehlhausen, Kim Jowitt, Jeff Marcum, Eddie Moore, and Chuck Murray). Altman stated if we are not going to pool the cars the only expense is their excessive personal use or should they be assessed some mileage rate for personal use. There is no savings if we don't pool vehicles or the employee does not contribute financially for personal use. Beaver stated we have to make budget cuts across the county and they want to do it in an evenhanded way. There are certain things we can't compromise on with public safety but public safety does not get a pass from budget cuts. Dillinger asked if the civil deputies take home cars? Carter stated Farley is the only one, he is out on the road all of the time. If an alarm goes off at the Judicial Center, Farley comes in. Civil deputies will prepare their paperwork for the next day early and when they leave home they can go directly to their assigned areas. Dillinger stated their cars are parked in the Sallyport every morning the Commissioners are in the building. Altman stated the issue is; are we going to pool vehicles, if not we will have a vehicle assigned to people deemed necessary and then it becomes the personal use aspect.

Dillinger stated the county policy states "personal use of vehicles the assignment of all county owned or leased vehicles must be authorized by the Board of Commissioners of Hamilton County. Vehicles owned and leased or rented by the county may not be used for personal use or shall not be driven out of Hamilton County unless they are being used for official county business. Use of county vehicles for personal use, unless the use arises out of an emergency, are grounds for discipline. In the event the county vehicle is used for personal use arising out of an emergency the payment for any personal mileage shall be paid monthly at the rate per mile established by the IRS." Levine asked what is the policy on issuing cars? Dillinger stated it says the Commissioners will approve it. Levine asked how is that determined? Dillinger stated he does not know, it has not come to them. Altman stated they have scaled back, certain people at the highway department are on call and they take the car home so they can go directly to the job site. There are probably departments they can say to not take a vehicle home such as Weights & Measures. Schwartz would like proof as to how much money parking take home cars would save. Holt stated they have imposed a no take home policy for the surveyor, health department and highway department engineering staff. Schwartz stated there are only 19 take home vehicles if you take the Sheriff out of the list and 20 unknown, which he does not understand what unknown is. Holt stated if he understood what Dan said the capital notification program is probably not working correctly and those are vehicles that have gone through auction and not taken off the roster.

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Dillinger stated the issue is not either take home or not take home. The savings would be in examining who has to have a vehicle or who does not have to have a vehicle. Stevens reported the total number of vehicles is 268. Beaver moved that the Commissioners go through the vehicles one by one and justify their use. The Commissioners concurred.

Levine requested a motion to pull back the performance bonuses. Beaver stated since budget hearings the Council has instructed elected officials/department heads to cut their budget 3% and some of them are including the performance bonuses in their 3% cut, so anybody that has turned in their cuts will have to do it again. We need to wait until we receive all of the cuts. The cuts are due by November 20<sup>th</sup>. Levine stated with the layoffs and reductions statewide our employees know this is probably going to happen. The performance bonuses are \$500,000 we can start making cuts right now. McKinney stated we have several things in the works and we need to see what the departments do. Altman stated the Commissioners have agreed there should be no raises and they consider the performance bonus a raise. Beaver would like to wait to see the department cuts and keep the original date of November 20<sup>th</sup>. Belden agreed with Beaver and he requested the finance committee review all of the areas where there could be potential cuts.

Dillinger stated if a department head has cut the performance bonuses to get the 3% and nobody else did, it will create a morale problem, which is not fair. There has to be a policy of either don't use the performance bonus towards the cuts or cut the performance bonuses. Beaver stated they asked all departments to choose rather than the council making the cuts. Altman stated if you are down to personnel to get the 3% you are looking at a reduction in workforce or you hold everyone the same and they have a job. Beaver stated he wants to continue the process as it was started. He wants to see the 3% cuts and the insurance committee recommendations. Holt agreed the performance bonuses are not to be included in the 3% or vote now to terminate the performance bonuses otherwise you will not have time to act on the cuts if they are not turned in until November 20<sup>th</sup>. Holt recommended a directive be sent out now that the performance bonuses can not be included in the 3% cuts or that the Council voted to not give bonuses otherwise you will receive bad information on November 20.

*Schwartz moved cut the performance bonuses. Levine seconded. Schwartz, Belden and Levine approved. Beaver and McKinney opposed. Motion failed due to lack of a quorum.*

*Belden moved to tell all elected officials/department heads to not use the performance bonuses in the 3% cuts. McKinney seconded. Belden, Levine, McKinney and Schwartz approved. Beaver opposed. Motion carried 4-1.*

**HANDBOOK CHANGES**

Reduction-in-Force/Layoff/Recall Policy

Schwartz moved to approve the Reduction-in-Force/Layoff/Recall Policy. Levine seconded. Howard stated he would like to wordsmith the policy to state the Council would eliminate the position upon recommendation of the elected official/department head and that the elected official/department head would make notes in their file as to how they selected those people. Altman asked if they are terminated or if they are laid off and do they receive benefits during the layoff? Howard stated they are laid off and benefits will be suspended. Randall stated there are insurance options that the employee can continue by paying premiums that are billed to their home. They can also elect COBRA. Altman stated the words are not termination, it is layoff, and we are not paying benefits. Randall stated typically their insurance would be suspended; they would have to pay COBRA. Howard asked if it is the intent of this document to say that their employee benefits are suspended during the termination and will terminate if the position will be terminated under this policy? Altman stated if this is a layoff and we view it as a temporary situation, is there some benefit by paying 50% of the COBRA payment? Coverdale stated the county will already be paying that because of the new law. Levine asked what is the difference in a reduction-in-force policy, a layoff policy and a recall policy? Howard stated suspension and recall are all part of a reduction-in-force policy. Termination is a separate event if the county calls them back to work and they do not come back. Levine asked if this policy will allow elected officials and department heads to reduce their number of employees and are we covered legally by this policy? Howard stated yes, with some modifications, it would be on a recommendation from the elected official/department head, the Council would eliminate funding which would be expressed, and we need to express the issue of insurance, which would be suspended. During the suspension the employee would have COBRA. Altman stated if we give length of service any higher grade than job performance, absenteeism, etc. or we will end up with a seniority battle and we don't want seniority playing a bigger factor than anything else. Kassebaum asked if the county currently has a uniform grid system so it is as objective as possible, with layoffs you have to be as objective as possible, you have to take the subjectivity out of it. It can not be a case by case basis; the health department will have layoffs with the same criteria as the parks department, it can not be up to the department head. Howard stated he thinks it can be a recommendation from the department head. The other criteria should be past performance and what comes out of the performance reviews. Howard recommended it be on the recommendation by the department head, forwarded to Human Resources with a worksheet attached numbered 1-5 with some weighted average. Schwartz asked after those decisions have been made should it be reviewed by the personnel committee? Howard stated it should be reviewed by the personnel committee and approved by the council and commissioners in ordinance form.

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McKinney stated his preference would be to go for reduction-in-force/termination; layoff holds out a promise of calling people back and we may not because we are looking for efficiency and a reduced budget. Altman asked if this is a furlough or a reduction-in-force? Beaver stated this is a reduction-in-force. Howard stated if there is no realistic expectation that these people will not be re-hired then remove the re-hire procedure from this policy. Council and Commissioners concurred to remove lay-off and the re-hire procedure.

Holt stated in the fourth paragraph there needs to be language as to how critical the employee is to the mission of the department. Randall stated we have several like job descriptions so we need a mechanism to continue with the matrix.

Howard stated the policy will go to the personnel committee next week for recommendation, to the Commissioners in two weeks and the Council in November. Levine stated this can bypass the personnel committee and go straight to Council and Commissioners. Holt would like to have the personnel committee review it. Randall stated the elected officials and department heads need to know that a layoff status is an elimination of a position; they may change their thought on how they turn their budget reduction in.

Dillinger stated the personnel committee will meet at 8:30 a.m. followed by the insurance committee at 9:30 a.m. on Wednesday, October 21.

Belden moved to table the policy. McKinney seconded. Motion carried unanimously. (5-0)

**ACTIONS**

**Fire Territory/District for Northern Hamilton County** – Commissioners requesting RFP for financial study

**Unfunded Liability for Retiree's Insurance** – Insurance Committee will make recommendations

**Take-Home Vehicles** – Commissioners will review list of vehicles to determine whom should have a vehicle.

**Handbook Change** – Howard will revise Reduction-in-Force/Layoff Policy; take to the Commissioners and then Council

**Budget Cuts** - Coverdale will immediately send out a memo informing the elected officials/department heads that they can not use the performance bonuses as part of the 3% reduction.

Schwartz moved to adjourn the Council meeting. Belden seconded. Motion carried unanimously (5-0)

Holt adjourned the Commissioners meeting.

**Others Present**

Doug Carter, Sheriff  
Fred Swift, Administrative Assistant to Commissioners  
Dan Stevens, Administrative Assistant to Commissioners  
Michael Howard, County Attorney  
Jeanette Kassebaum, Council Attorney  
Sheena Randall, Human Resources Director  
Ryan Horine, Sheriff's Department  
Steve Peachey, Cicero Fire Chief  
Kim Rauch, Administrative Assistant to Auditor  
Robin Mills, Chief Deputy Auditor

MINUTES  
HAMILTON COUNTY BOARD OF COMMISSIONERS  
And  
HAMILTON COUNTY COUNCIL  
October 12, 2009  
Osprey Pointe at Morse Lake  
19777 Morse Park Lane  
Noblesville, Indiana

APPROVED  
HAMILTON COUNTY BOARD OF COMMISSIONERS

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ATTEST

\_\_\_\_\_  
Dawn Coverdale, Auditor

Date: \_\_\_\_\_

APPROVED  
HAMILTON COUNTY COUNCIL

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ATTEST

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